

LIBRARY ADVISORY COMMISSION
CITY OF MILPITAS
Monday, November 15, 2004

UNAPPROVED MINUTES

Minutes: Meeting of the Library Advisory Commission (LAC)
Date of Meeting: November 15, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd.,
Committee Conference Room

Call to Order: Chairperson Hay called the meeting to order at 7:00 p.m.

A. Roll Call Commissioners Present: Aoalin, Davis, Hay, Fan, Montano,
Stephens and Wang and Alternate Chou
Commissioners Absent: Estandarte
City Council Liaison Absent: Vice-Mayor Patricia Dixon
City Staff Present: Program Coordinator Aaron Bueno
Recreation Supervisor, Kerrilyn Ely
County Staff Present: Community Librarian, Linda Arbaugh
County Librarian, Melinda Cervantes

B. Alternates none seated

C. Flag Salute Chairperson Hay led the Commission in the Pledge of Allegiance

D. Approval of Minutes

MOTION to approve with the following changes to minutes of July 19:

- 1) Section IX. Old Business 1.1: remove the word “present” from the last sentence regarding the city corporation yard. Remove the work “and” and replace with “to”, with the new sentence reading as follows: “ The city corporation yard adjacent to the new library site will be moved and the old pump station on McCarthy will be cleared by January of 2005 to provide a new site for a city corporation yard.
- 2) Section IX. County Librarian Report: remove the words “projecting that they will be working with” in the sentence that should now read “ The county library system has 40 fewer employees.” Add the year 2005 to the following sentence.
Section IX Community Librarian Report: correction to the spelling of “mime”.

MOTION to approve the Minutes of November 15, 2004.

M/S: Stephens/ Hay

Ayes: All

E. Announcements and Correspondence:

Chairperson Hay reminded the commission of the Commissioner and Friends Forum on Saturday, December 4. Alternate Chou indicated that she would be attending the Forum entitled "Libraries Making a Difference."

F. Citizens Forum: none.

G. Adoption of Agenda

MOTION to approve Agenda of November 15.

M/S: Stephens/Hay

Ayes: All

H. Old Business:

1.1 Library Building Project Update

City of Milpitas Principal Engineer Mark Rogge introduced Associate Civil Engineer Steve Erickson. Mr. Erickson provided a power point presentation to the commission on the Library building project. He reported that a public meeting on the entire North Main Street project would be held on Thursday, November 18, 2004 to provide the public an opportunity for input.

The staff presentation reviewed the elements of the proposed new Library on North Main Street including the design, schedule, and program elements. Chairperson Hay inquired regarding the efficiency of the new location of parking structure, which is adjacent to Main Street. Rogge responded that the new design of the parking structure would be more efficient and provide visitors close access to elevators and stairs. The presentation continued to review that there would be 300 parking standard sizes. A traffic diagram showed the addition of book drop-off areas in the rear of the library and the front of the library. One of the book drop-offs will be directly into the library.

Erickson indicated that the historic entry would be maintained. A review of other North Main Street elements included a new senior housing element, County Health Center, bus stop and retail and commercial space. The DeVries house will be maintained and proposed to be moved approximately 500 feet south.

Chairperson Hay asked if the house must move? Rogge said The DeVries house will be maintained and proposed to be moved approximately 500 feet south. In addition Rogge mentioned that by moving the house, it would provide space for a courtyard area and additional space for the Senior Housing Project.

Erickson reviewed the first floor concept design. Commissioner Davis Hay asked if the 2,400 square feet multipurpose space could be able to be partitioned. Rogge confirmed that the space would have the ability to be partitioned. Commissioner Wang expressed concerns regarding the functionality of the Friends of the Library rooms. Alternate Chou expressed concern regarding the functionality of the circulation desk and hold room. Rogge said staff would look into these concerns.

Erickson also reviewed the second floor concept design and design options, including a welcoming entry arch, courtyard enclosure, and possible commercial space.

Erickson then reviewed the conceptual designs of the public zones, including active and passive zones, staff zones, loading docks, service elevators, material flow and material security.

Commissioner Davis questioned the Friends book drop-off will be separated from the main library book drop off. Rogge answered that the lobby had opportunities for multiple book drops for different departments.

Commission Davis questions the safety, access and hours of the parking structure. Her concern was with possible loitering, vandalism and lighting. Rogge responded that that the parking structure would include video surveillance, panic boxes and adequate lighting to ensure safety and discourage loitering.

Erickson than review the remaining steps involved in the design process including the completion of concept design report, library sub committee approval November 23rd, City Council approval on December 7th or 21st.

County Librarian Cervantes questioned the appearance continuity of the garage and library. Rogge said that the designers of the garage would work with Group 4 (library architects) to ensure continuity.

Commissioner Montano asked if the proposed street median would require widen of the street? Rogge said no that the median would only as wide as the existing left turn lane. Montano inquired about the safety of the 237 exit? Rogge said that the traffic diagram include a new signal at the intersection.

Librarian Arbaugh asked if the Friends book drop-off could be located inside the parking structure. Rogge said no, that the firewall would not provide adequate space. Both Arbaugh and County Librarian Cervantes stated that the city of Cupertino library has successfully included a friend drop-off in the garage and suggested staff look into this important addition.

Chairperson Hay concluded this presentation by encouraging all commissioners to attend the November 23rd Library Subcommittee meeting to provide input.

1.2 Library Naming Subcommittee Update

Principal Engineer Rogge informed the Commission that the City Council recommended that naming subcommittee obtains additional input from all commissions and report back to the council prior to March 2005. Rogge indicated that the LAC comments would continue to be included in the report that would be returning to the City Council.

I. New Business

1.1 Review Work Plan Job Assignments

The Commission reviewed their work plan items:

- Goal 1. Serve as a link between the Community and the library.
 - A. Commissioner Montano reported that she was attending the Senior and Youth Advisory Commission meetings prior to the next LAC meeting. Montano also reported that handouts would be made available at Terrace Gardens and in the Milpitas Unified PTA newsletter. In addition, fliers will be placed in the library.
 - B. Commissioner Davis reported that Channel 15 had aired the LAC public service announcement. The Milpitas Post also listed the November LAC meeting in the community news section.

J. Other Business

1.1 Friends of the Milpitas Library

Commissioner Davis reported that the book sale held October 1-3, 2004 netted just under \$6,000. Friends are planning a book sale for a later date in February 2005.

Elections of Board Members will be held on January 19 at 7:00pm in the Library Committee Room.

Commissioner Stephens reported that a book sale at the North Valley Christian Fellowship netted \$140.00.

1.2 County Librarian Report

County Librarian Melinda Cervantes reported that the Cupertino Library held their grand opening October 30, 2004. The event was a great success.

The Joint Powers Authority (JPA) board meeting will be held December 16, 2004. The board will decide what date the measure will be placed on the ballot.

1.3 Community Librarian Report

Milpitas Community Librarian Linda Arbaugh reported that Children's Librarian Diane Silva has transferred to Saratoga.

Arbaugh also reported that the Milpitas Community Library had minor building leaks due to the rain.

A 9 % decrease in library usage was reported for September of 2004 compared to September of 2003. However, a 10 % increase was reported for October of 2004 compared to October of 2003.

Arbaugh thanked Friends of the Milpitas Library for making both "Kite Runner" by Kahlid Hosseinne and the Flying Calamari Brothers events possible.

The library will be closed October 11, November 11, 26-27, December 24-25, December 31, and January 1.

1.4 City Council Report

None

1.5 City Staff Report

Commissioner recognition survey was distributed and staff requested that commissioners complete after meeting if possible.

Staff reviewed upcoming Recreation events: Turkey Trot, Turkey Burn, Tree Lighting December 1, Rainbow singers, Milk and Cookies with Santa on December 11.

1.6 Future Agenda Items

Election of Officers

XII. Adjournment

There being no further business, Chairperson Hay adjourned the meeting at 8:40pm to the next regularly scheduled meeting on January 10, 2005.

M/S: Davis /Wang

Ayes: All